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October 15, 2004

Office, Chief Information Officer/G-6

MEMORANDUM FOR SEE DISTRIBUTION

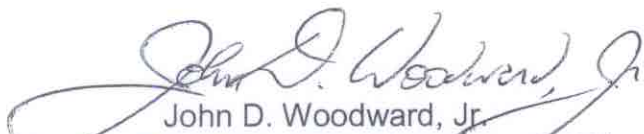
SUBJECT: Governing Charter for the DoD Biometric Standards Working Group

As directed by the Deputy Secretary of Defense, the DoD Biometrics Management Office (BMO) ensures that the appropriate standards, interoperability tools, testing frameworks, and approved product validations are available to assist the DoD components in using biometric technology.

To accomplish this task, the BMO created the DoD Biometric Standards Working Group to advocate DoD interests through participation in national and international standards bodies, and to build consensus on standards development, evaluation, and implementation issues throughout DoD.

This memorandum designates the attached document as the governing charter for the DoD Biometric Standards Working Group.

AUTHORITY LINE:

  
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Encl

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**Department of Defense  
Biometrics Management Office**

**Department of Defense  
Biometric Standards Working Group Charter**

**15 October 2004**

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DoD Biometric Standards Working Group Charter

DoD Biometrics Management Office

## DOCUMENT REVISION HISTORY

Revision	Date	Document Status	Participants/Comments
1.0	10 Feb 04	First Draft	Prepared by BMO Standards Team.
2.0	17 Jun 04	Second Draft	DoD Biometric Standards Working Group comments (received 02 Mar) incorporated.
3.0	24 Jun 04	Third Draft	Modifications applied to Revision 2.0, per recommendations provided in the 23 Jun 04 Standards Working Group meeting.
4.0	02 Aug 04	Fourth Draft	Incorporated edits to Revision 3.0 recommended by the DoD Biometrics Fusion Center.
5.0	11 Aug 04	Fifth Draft	Modifications applied to Revision 4.0, per recommendations provided in the 05 Aug 04 Standards Working Group meeting. Submitted to BMO Director for approval.
6.0	17 Sep 04	Sixth Draft	Incorporated BMO Director comments.
7.0	14 Oct 04	Seventh Draft	Incorporated BMO Director comments.
8.0	15 Oct 04	Final	Incorporated BMO Director comments.



**DRAFT, FOR DISCUSSION PURPOSES ONLY****BIOMETRICS MANAGEMENT OFFICE****DOD BIOMETRIC STANDARDS WORKING GROUP CHARTER****A. PURPOSE**

On 25 August 2003, Deputy Secretary of Defense Paul Wolfowitz signed a memorandum titled, "Department of Defense (DoD) Biometrics Enterprise Vision." In this memorandum, he directed the DoD Biometrics Management Office (BMO) to ensure that: (1) "a scalable biometrics component of the Global Information Grid (GIG) infrastructure is in place" and (2) "that the appropriate standards, interoperability tools, testing frameworks, and approved product validations are available to assist the DoD Components in using this technology."

On 12 January 2004, DoD Chief Information Officer (CIO) John P. Stenbit signed a memorandum that established the Identity Protection and Management Senior Coordinating Group (IPMSCG) to provide the overarching framework for identity protection and management of individuals, devices, applications, and services as well as recommend actions within the DoD's biometric, smart card, and PKI efforts. The IPMSCG will oversee and integrate DoD-wide policy, capabilities, and strategy for managing physical and virtual identities consistent with the GIG. Mr. Stenbit also directed the IPMSCG to "focus on Department-wide interoperability standards, performance matrices, and ways to exploit identity management tools as means for enhancing readiness, business processes, and security, while also being cognizant of projecting entities' identifiable information."

To accomplish the BMO mission on biometric standards as directed by the Deputy Secretary of Defense and the DoD CIO, the BMO established the DoD Biometric Standards Working Group to champion biometric standards development at national and international levels; advocate DoD interests through active participation in national and international standards bodies; and to build consensus on standards development, evaluation, and implementation issues. This charter establishes functions, membership, and procedures for the DoD Biometric Standards Working Group. The use of the term "Standards Working Group" throughout this document refers to the DoD Biometric Standards Working Group.

**B. STANDARDS WORKING GROUP FUNCTIONS**

1. Track national and international biometric standards development activities, and report on the progress and outcomes of these activities to the DoD community.
2. Serve as a discussion forum for interested DoD organizations to provide recommendations on biometric standards topics to the BMO before voting on those topics in national and international standards organizations.
3. Exert influence within national and international standards organizations in order to facilitate and promote DoD interests. This function is accomplished through:
  - a. Reviewing and commenting on draft documents circulated for review within standards bodies.

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- b. Providing technical contributions to standards development projects, particularly on topics related to DoD interests.
- c. Providing editors and related support for national and international standards, where appropriate.

**C. STANDARDS WORKING GROUP REPORTING RESPONSIBILITY**

The Standards Working Group reports its activities to the BMO Director who in turn reports the Working Group's activities to the Chair of the IPMSCG as well as the Assistant Secretary of Defense (Networks & Information Integration) (ASD (NII)), and the Army CIO/G-6, as the DoD Executive Agent for Biometrics.

**D. STANDARDS WORKING GROUP MEMBERSHIP**

**1. Voting Members:**

DoD agencies and services have voting rights in the Standards Working Group. The membership is open to all members of the Identity Protection and Management Senior Coordinating Group, including but not limited to:

- a. Biometrics Fusion Center (BFC)
- b. Biometrics Management Office (BMO)
- c. Defense Information Systems Agency (DISA)
- d. Defense Manpower Data Center (DMDC)
- e. DoD Assistant Secretary of Defense (Homeland Defense) (ASD (HD))
- f. National Security Agency (NSA)
- g. Defense Intelligence Agency (DIA)
- h. U.S. Air Force
- i. U.S. Army
- j. U.S. Navy
- k. U.S. Marine Corps

**DRAFT, FOR DISCUSSION PURPOSES ONLY****2. Liaisons:**

The Standards Working Group shall maintain close liaisons with other U.S. Government organizations and academia. These liaisons include:

- a. Department of Homeland Security (DHS) – “Biometrics Coordination Group”
- b. National Biometric Security Project (NBSP)
- c. National Institute of Standards and Technology (NIST)
- d. Department of Justice (DOJ)
- e. West Virginia University (WVU)

**3. Advisory Board:**

The advisory board shall consist of biometric experts and chairs of standards organizations. The main roles of the advisory board are to (1) review documents developed by the Standards Working Group and (2) advise the working group based on the board’s area of expertise. The BMO Director appoints advisory board members, who serve at the Director’s pleasure.

**4. Changes to Membership:**

Organizations may request voting or liaison membership in the Standards Working Group via a written or email request to the BMO Director. Likewise, organizations may discontinue Standards Working Group membership by notifying the BMO Director.

**E. PROCEDURES****1. Development of Standards Working Group Work Products****a. Meeting Minutes**

- i. The Secretary, or his designee, shall take meeting minutes at every Standards Working Group meeting.
- ii. The Secretary, or his designee, shall distribute meeting minutes to Standards Working Group members within seven business days after the meeting.

**b. Standards Working Group Annual Report**

The Standards Working Group shall produce an Annual Report summarizing activities of the group, changes in membership, liaison relationships, and standards endorsed by the group during the past calendar year.



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**2. Meeting Procedures**

- a. The BMO shall provide the Standards Working Group's Chair, Secretary, and experts required to coordinate the working group's activities.
- b. The BMO Director shall appoint the Chair of the Standards Working Group.
- c. The Standards Working Group shall meet monthly, or on a similarly agreed upon schedule. The Chair shall announce meeting dates at least two weeks prior to each monthly meeting.
- d. The Standards Working Group may schedule additional special purpose meetings as deemed necessary to fulfill working group responsibilities. The Standards Working Group membership may waive the two-week meeting announcement requirement under such circumstances, with the approval of the BMO Director.
- e. The general operation of the Standards Working Group shall be consensus driven, except for items requiring formal voting as noted in item 3 below.
- f. The information dissemination mechanisms of the Standards Working Group are meeting minutes, official use reports and other documents presented at meetings, and postings to the Standards Working Group team page at <http://www.biometrics.dod.mil>. Release of Standards Working Group meeting deliberations to outside parties is subject to the approval of the Standards Working Group membership and the BMO Director.
- g. The Standards Working Group may form temporary ad hoc sub-groups as necessary to accomplish working group responsibilities in between working group meetings. Responsibilities delegated to ad hoc sub-groups shall be documented in Standards Working Group meeting minutes. All work products of ad hoc sub-groups are subject to the review and approval of the Standards Working Group active voting membership, as defined in item 3 below.
- h. The Standards Working Group may form permanent sub-groups to accomplish specialized subsets of the responsibilities of the Standards Working Group. Responsibilities delegated to permanent sub-groups shall be documented in a proposed sub-group charter, presented to the Standards Working Group, and voted on for majority approval by the active voting membership of the Standards Working Group (as defined in item 3 below). All work products of permanent sub-groups are subject to the review and approval of the Standards Working Group active voting membership.



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**3. Voting Procedures****a. Voting status:**

- i. *Active Voting Members* are defined as those voting members that have attended at least two out of the previous three Standards Working Group meetings. The total Active Voting Membership is the count of those members having Active Voting Member status.
- ii. *Inactive Voting Members* are defined as those voting members that have attended less than two out of the previous three Standards Working Group meetings. Inactive Voting Members are NOT included in determining whether meeting quorum requirements are met (i.e., only Active Voting Members are used for determining quorum requirements). Inactive Voting Members retain full voting rights in the Standards Working Group and may exercise voting rights at any time. Inactive Voting Members may resume active membership in the Standards Working Group at any time by attending a Standards Working Group meeting.
- iii. Changes in status between active voting membership and inactive voting membership are automatic and are based solely on meeting attendance, as recorded by the Secretary.

**b. Activities Requiring Standards Working Group Votes:**

- i. BMO-recommended position on national biometric standards body (INCITS M1) ballots.
- ii. Endorsement of BMO-developed technical contributions to national and international standards bodies.

*Exception to this requirement:* BMO may submit a contribution directly to a standards body (such as INCITS M1) when the submission deadline of the standards body occurs prior to the regular monthly meeting date of the SWG. In such circumstances, the submission is to be considered “not endorsed” by the SWG until the SWG has had an opportunity to discuss the BMO contribution at its next monthly meeting.

- iii. Creation of temporary ad hoc sub-groups or permanent sub-groups of the Standards Working Group.
- iv. Other matters that a Standards Working Group member requests that the Standards Working Group vote upon.

**c. Requirements for Standards Working Group Votes:**

- i. A majority vote is required for affirmative or negative Standards Working Group positions.

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- ii. Votes are counted as exactly one vote per voting member organization.
- iii. For all votes, a quorum requirement of **half of the Active Voting Members** is needed for votes to be valid.

**d. Voting Types**

- i. Affirmative
- ii. Negative
- iii. Abstention

**e. Voting Methods**

- i. Most voting is done in person at Standards Working Group meetings.
- ii. At the discretion of the Standards Working Group Chair, voting can be conducted through email or proxy as approved by the BMO Director.

**4. Disposition of Comments on Standards Working Group Products**

- a. A written disposition of comments on Standards Working Group products, such as BMO Standards Team deliverables, shall be provided upon the request of the Standards Working Group Chair or a majority of the Standards Working Group members.
- b. The following disposition codes shall be used to record the disposition of comments on Standards Working Group products:
  - i. Accept: The comment will be included or addressed in an updated version of the document.
  - ii. Defer: The comment will not be included in the document but will be noted as a possible new work item (i.e., it will be processed separately from the document under review).
  - iii. Not Included: The comment will not be included in the document.